



Department of
Rehabilitation & Correction

SUBJECT: APA Workload Formula	PAGE <u> 1 </u> OF <u> 2 </u> .
	NUMBER: 100-APA-03
RULE/CODE REFERENCE:	SUPERSEDES: 100-APA-03 dated 04/24/17
RELATED ACA STANDARDS: 4-APPFS-3A-25	EFFECTIVE DATE: March 11, 2019
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to establish a workload formula used to allocate work to Adult Parole Authority (APA) field staff.

III. APPLICABILITY

This policy applies to all persons employed by the Ohio Department of Rehabilitation and Correction (ODRC), specifically all Adult Parole Authority (APA) staff who provide supervision to offenders.

IV. DEFINITIONS

Caseload - The total number of offenders assigned to a staff member.

Chin Stats - A quarterly report provided by the Bureau of Research to the Adult Parole Authority Regional Administrators to be used as a tool to manage case distribution. This report reflects a statewide snapshot of every parole officer's caseload utilizing a weighted formula based on offenders' supervision levels.

Field Staff - Personnel who are away from the office at least 50% of the time and/or those employees who leave directly from home to go to field sites at least 50% of the time.

Violation Hearing - An administrative hearing conducted by a representative(s) of the Parole Board or designee of the Chief of the Adult Parole Authority to determine whether an offender has violated one or more of the conditions of release and, if so, the specific sanction that should be imposed upon the offender.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to ensure the Adult Parole Authority (APA) develops and applies a written workload formula in the allocation of work assignments to parole officers. This workload formula shall be applied in conjunction with other relevant information available. The workload formula shall be reviewed at least annually and changed when appropriate.

VI. PROCEDURES**A. Workload Formula**

The regional administrator(s)/designee(s), in collaboration with the unit supervisors, shall evaluate parole officers' workload once per quarter to maintain an equitable distribution of workload among units and parole officers. The following factors should be considered:

- Offender risk level and/or supervision level;
- Offender release type;
- Geographic area of supervision;
- Training hours attended;
- Special assignments of field staff;
- Number and frequency of violation hearings attended;
- Caseload specialization;
- Number of active parole officers per unit
- Number of active cases